

DEPARTMENT OF THE NAVY  
CIVILIAN HUMAN RESOURCES MANUAL

SUBCHAPTER 410

CIVILIAN EMPLOYEE TRAINING AND CAREER DEVELOPMENT

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## SUBCHAPTER 410

### CIVILIAN EMPLOYEE TRAINING AND CAREER DEVELOPMENT

- References:**
- (a) Executive Order 13160, 23 June 2000
  - (b) 5 CFR 412, Executive and Management Development
  - (c) Department of Defense Civilian Personnel Manual, Chapter 412
  - (d) 5 CFR 410, Training.
  - (e) Department of Defense Civilian Personnel Manual, Chapter 410
  - (f) SECNAVINST 12273.1, "Assessment and Evaluation of Civilian Human Resources Management (HRM)"
  - (g) Section 1112 of the National Defense Authorization Act for fiscal year 2002, Public Law 107-107, amending 5 U.S.C. 5757
  - (h) Assistant Secretary of Defense (Civilian Personnel Policy) memo of 17 Jun 02, "Payment of Expenses to Obtain Professional Credentials"
  - (i) Chapter 23 of title 5, U.S.C.
  - (j) Title 5 U.S.C. 5946
  - (k) SECNAVINST 12410.24, "Civilian Leadership Development," 24 Aug 95
  - (l) DOD Directive 1430.16 of 11 Apr 97.
  - (m) Assistant Secretary of Defense (Force Management Policy) (ASD (FM&P)) Memo of 15 Aug 01, "Civilian Academic Degree Training."
  - (n) Section 1121 of the National Defense Authorization Act for fiscal year 2001, Public Law 106-398, amending 5 U.S.C. 4107

**Cancellation:** SECNAVINST 12410.22A

**1. Purpose.** This subchapter provides policy, delegates authority, assigns responsibility, and establishes requirements for civilian employee training and career development within the Department of the Navy (DON) consistent with the provisions of references (a) through (n).

## **2. Policy**

a. The DON is committed to building the skills and competencies of its workforce in the most productive and efficient manner to support its mission. The DON must ensure that its civilian workforce is able to meet current and projected performance requirements essential to military readiness. The DON Civilian Employee Training and Career Development Program and the components of the program outlined in this subchapter apply to all DON civilian employees who meet the definition of 5 U.S.C. 2105.

b. Individual professional development should be consistent with the guidelines established by designated community managers.

c. Programs of professional development administered under this policy must be consistent with Merit System Principles. Identification and selection of employees for training and development opportunities must be done fairly and equitably, without regard to political affiliation, race, color, religion, national origin, sex, marital status, sexual orientation, status as a parent, age, or handicapping condition (reference (a)).

d. The provisions of this subchapter do not extend to training for the military and neither authorize nor preclude payments for academic degrees and professional licenses for the military.

**3. Definitions.** Definitions are contained in Appendix A.

## **4. Employee Training and Career Development Program Policy Requirements**

a. DON commands and activities will invest sufficient resources to meet immediate and long-range training requirements, assess and assure individual employee competency, provide planned career development opportunities, and ensure that employees are afforded the opportunity to acquire the leadership competencies at the appropriate time in their career progression.

b. In accordance with references (b) and (c), DON commands and activities will systematically prepare employees for executive, management, and supervisory

positions, challenge all executives, managers, and supervisors through diverse assignments and programs of continuous learning, and ensure the ongoing exchange of executive, management, and supervisory knowledge consistent with Department-wide goals.

c. Employees will be selected for training and development on the basis of needs and requirements identified in performance appraisals, position function changes, formal career program requirements, regulatory issuances, strategic planning documents, and approved individual and organization development plans.

d. Training and development will be evaluated consistent with references (d) and (e).

#### **5. Civilian Academic Degree Training Program Policy Requirements**

a. The circumstances under which academic degree training payment will be made shall be determined by the command in accordance with work force priorities and available funds.

b. Payment of costs associated with obtaining an academic degree to assist in recruiting or retaining employees is no longer restricted to occupations in which a shortage of qualified personnel is identified.

c. Funding is authorized only for individuals participating in planned, systemic, and coordinated professional development programs. Such programs must meet both of the following criteria:

(1) Financial support for the program is pre-planned rather than ad hoc.

(2) The program consists of a sequenced set of instruction or assignments that clearly supports organizational objectives.

d. Funding is permitted for any course of post-secondary education delivered through classroom, electronic, or other means provided that it shall be administered or conducted by an institution that is accredited by a nationally recognized accrediting body to provide a curriculum of post-secondary education. The list

of nationally recognized accrediting agencies or associations is published by the Secretary of Education under 20 U.S.C. 1001(c). This listing can also be found on the Department of Education website [www.ed.gov](http://www.ed.gov)

e. Funding may include such additional expenses as may be necessary to ensure successful participation including but not limited to supplies and equipment, application fees, registration fees, and parking fees.

f. A continued service agreement shall be completed prior to degree payment. For full-time attendance, the continued service agreement obligates employees for whom academic degree training is paid to serve in a Government agency for a period at least three times the length of the time spent in academic degree training. The period of obligated service begins the day after the last training class (reference (e)). For part time training, the period of obligated service will be computed in accordance with reference (d).

g. Academic degree payment is not authorized for employees occupying Schedule C and non-career (political) Senior Executive Service (SES) positions.

h. Academic degree payment is not authorized for any employee attending an institution that discriminates on the basis of political affiliation, race, color, religion, national origin, sex, marital status, sexual orientation, status as a parent, age, or handicapping condition.

i. With the exception of a Federal grant of funds made available solely for student financial assistance or related administrative costs, funds may not be provided by contract or grant to an institution of higher education or any sub-element of that institution if either the parent institution or any sub-element of that institution has a policy or practice that prevents the Reserve Officers Training Corps (ROTC) units or student ROTC participation, or prevents military recruiting on campus, or access to student directory information.

j. Any bargaining obligations must be satisfied prior to implementation of this subchapter.

k. Offices with the authority to approve the establishment of programs of professional development that

offer academic degree payment shall ensure that the programs are implemented in a manner that will result in better organizational or individual performance. The effective use of programs of professional development shall be considered as a part of the overall assessment of human resources management. The nature and extent of the use of programs of professional development shall be documented by the activity to be included as a part of the review of organization health in the annual report required by reference (f).

1. This authority does not apply to the Navy Student Loan Repayment Plan under 5 U.S.C. 5379 and 5 CFR 537.

**6. Payment of Expenses to Obtain Professional Credentials Policy Requirements**

a. Payment of costs associated with obtaining and renewing professional credentials including professional accreditation, State-imposed and professional licenses, and professional certifications; and examinations to obtain such credentials is authorized in accordance with reference (g) and (h) to support the DON's human capital goals. Given the availability of funding, an activity may pay for professional credentials that are necessary or beneficial for the employee in the performance of official duties.

b. This authority will be implemented in a manner consistent with merit system principles as set forth in reference (i) and as described by the following criteria. The license or certification:

- (1) Enhances productivity
- (2) Improves performance
- (3) Maximizes recruitment opportunities, especially for shortage category occupations and other labor market conditions
- (4) Increases retention, especially for "high turnover" career fields
- (5) Broadens and develops the skill base for a quality work force to accomplish the DON's mission and ensure readiness

(6) Supports civilian leadership development initiatives and career path improvements to meet future requirements

c. This authority is discretionary and is not an entitlement or benefit of employment.

d. Naval activities and Marine commands shall document the use of this authority. The Defense Civilian Personnel Data System (DCPDS) will be modified to provide essential data for program evaluation. Specific data (Appendix B) must be retained by the activities to be included as a part of the annual report required by reference (f) until the DCPDS accommodates these new requirements. Each approving official is responsible for ensuring that the use of this authority is documented.

e. Funding is permitted for licensure and certification as defined in reference (h) and Appendix A. This authority may not be used to obtain licenses or certifications from organizations that discriminate on the basis of race, color, religion, age, sex, national origin, parental status, sexual orientation or disability.

f. This authority may not be exercised on behalf of employees occupying Schedule C and non-career (political) SES positions. Direct-hire local national employees are eligible for payments to obtain licenses and credentials; however, indirect-hire local nationals, who are employed under another country's civil service system, are ineligible. Payment of certification expenses for a nonappropriated fund employee should be made from the funds used to pay other benefits to that employee.

g. Payment for licenses and certifications, and their subsequent renewals, may include, at the discretion of the activity and command, such additional expenses as dues or fees required by the licensing or certifying agency, fees for preparation for examinations, examinations, registration fees, and travel and per diem costs. Payment may not include employees' membership fees in societies or associations. See reference (j).

h. Payment shall be made on a reimbursable basis upon successful receipt of the credential. Reimbursement shall be through the completion of the SF 1164. Where pre-approval is required by the activity, internal procedures

for pre-approval of the reimbursement will be issued by the activity.

i. Any collective bargaining obligations must be satisfied prior to implementation of this instruction.

j. Unless permitted by law or regulation, minimum qualification requirements may not be established based upon the presence or absence of a license or certification.

## **7. Responsibilities**

a. The Assistant Secretary of the Navy (Manpower and Reserve Affairs) is responsible for issuance of policy on DON civilian employee training and career development. This authority is redelegated to the Deputy Assistant Secretary of the Navy (Civilian Human Resources) (DASN(CHR)).

b. The Deputy Assistant Secretary of the Navy (Civilian Human Resources) (DASN (CHR)) is responsible for developing and issuing guidance and monitoring and assessing the overall program effectiveness.

c. In accordance with reference (k), the DON's Civilian Leadership Board (CLB) advises and assists the DASN (CHR) in the development of the Civilian Leadership Development (CLD) framework, and oversees its implementation by commands and activities. The CLB also functions as the "component" board, required in reference (l), providing oversight for the implementation of the Defense Leadership and Management Program (DLAMP) within the DON.

d. The Chief of Naval Operations (CNO), the Commandant of the Marine Corps, the Assistant for Administration, Office of the Under Secretary of the Navy, and the Commanders of Navy Echelon 1 and 2 commands reporting to the CNO are delegated the authority to implement this subchapter. They shall approve planned, systemic, and coordinated programs of professional development for academic degree payment and determine the circumstances under which payment for professional credentials will be made. This authority may be further delegated to the lowest practicable level.

Echelon 1 and 2 commands retain responsibility for ensuring funding support, assessing the effectiveness of



these programs, and reporting program data. They shall:

(1) Plan, program, budget, operate, and evaluate programs in accordance with references (a) through (n).

(2) Establish priorities and plans, and provide the necessary funds and resources to meet training requirements. At a minimum, it is recommended that between 1.5 percent to 5 percent of the annual payroll budget be allocated to support non-salary training costs.

(3) Establish a cost-effective training infrastructure using a combination of in-house resources, outsourcing, and partnerships. This infrastructure should include the capability to provide training through classroom sessions, advanced distributed learning instruction, and through actual work assignments employing various learning strategies.

(4) Integrate employee training, education, and development into their strategic planning process to ensure its contribution to mission accomplishment and performance goals.

(5) Create an environment that supports continuous learning and organizational development.

(6) Issue internal procedures that comply with merit system principles.

(7) Implement DoD and DON-wide training and educational development programs including wage-grade, career, and leadership development programs.

e. The Human Resources Service Centers will ensure that training data collected by activities are processed and reconciled in the applicable HR database systems as required.

**8. Action.** Individuals, commands, and activities mentioned shall take necessary actions to implement the provisions of this subchapter within 120 days.

## SUBCHAPTER 410

### PAYMENT OF EXPENSES TO OBTAIN PROFESSIONAL CREDENTIALS

#### APPENDIX A- DEFINITIONS

Certification is recognition given to individuals who have met predetermined qualifications set by an agency of government, industry, or a profession.

Licensing is the process by which an agency of (federal, state, or local) government grants permission to an individual to engage in a given occupation upon finding that the applicant has attained the minimal degree of competency required to engage in that occupation.

SUBCHAPTER 410

PAYMENT OF EXPENSES TO OBTAIN PROFESSIONAL CREDENTIALS

APPENDIX B DATA ELEMENTS

CIVILIAN LICENSES, CERTIFICATIONS, AND RELATED  
EXPENSES

MODERN DEFENSE CIVILIAN PERSONNEL DATA SYSTEM

Data elements:

License/Certificate	(Name of credential as it appears on the certificate)
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Date License/Certificate Obtained

Initial Annual/Renewal

Cost of License/Certificate	Additional Costs
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Date Paid

Amount Paid

Training for certificate/license

## ACRONYMS

**CHR** - Civilian Human Resources  
**CLB** - Civilian Leadership Board  
**CNO** - Chief of Naval Operations  
**DASN** - Deputy Assistant Secretary of the Navy  
**DCPDS** - Defense Civilian Personnel Data System  
**DLAMP** - Defense Leadership Management Program  
**DoD** - Department of Defense  
**DoDINST** - Department of Defense Instruction  
**DON** - Department of the Navy  
**HRM** - Human Resources Management  
**ROTC** - Reserve Officer Training Corps  
**SECNAVINST** - Secretary of the Navy Instruction  
**SES** - Senior Executive Service  
**U.S.C.** - United States Code